

TITLE: Director of Programs
DEPARTMENT: Programs
REPORTS TO: Executive Director
STATUS: Salaried, Exempt
SCHEDULE: Full time; Occasional evenings/weekends required.
TO APPLY: Interested candidates should submit a single PDF attachment that includes a cover letter, resume or CV with salary requirements, and a short (1-2 paragraph) statement about your curatorial interests and approach and how you envision applying them to Headlands programming to info@headlands.org. The subject line of your email should be: **Program Director / your name.**

Thank you in advance for your interest in Headlands Center for the Arts. Due to the volume of applicants, only candidates who will be invited to interview will be contacted. Position is open until filled.

Summary:

The Director of Programs is responsible for overseeing all Artists Programs and Public Programs for the organization. This includes strategizing and ensuring successful implementation of the Artists in Residence (AIR), Affiliate (AFF), Graduate Fellowship, and Alumni New Works (ANW) programs as well as conceiving and implementing a dynamic and innovative season of public programs that engender a deep and meaningful relationship to audiences. All programs should advance Headlands' mission, encourage critical thinking, inspire creativity and foster the exchange of ideas across cultures and professional disciplines. In addition, the Director of Programs will have the opportunity to commission site specific and off-site artists projects, cultivate programmatic and audience-driven partnerships, envision new program models, and work with current and alumni Artists to support the development of new work and ideas.

The Director of Programs is a key member of the senior leadership team and helps drive the strategy and long-term sustainability of the organization. The Director of Programs serves as a supervisor to program department staff members and interns, a liaison to key Board members and volunteers, and serves as a public facing representative of the organization. This position reports directly to the Executive Director.

ESSENTIAL JOB FUNCTIONS:

- To oversee all of Headlands Artists Programs
- To think creatively and entrepreneurially about public programming and audience engagement
- To oversee the Program departments staff, budgets and operations
- To serve as a key member of the leadership team
- To work collaboratively with staff across all departments
- To represent the organization publically amongst artists, partner organizations, peers in the field and funders
- To serve as a key liaison to the program committee, nominators, panelists and other individuals who are part of Headlands creative community

QUALIFICATIONS:

- 5+ years working in the non-profit sector

- Supervisory experience
- Curatorial and public programming experience, in particular with an artist-centered and/or contemporary art context

Desired knowledge, skills, experience

- Experience with contemporary arts sector and/or public/private partnerships
- Experience working in a national park or public land environment
- Familiarity with the local, national, and international arts and culture landscape

Physical requirements

- Employee needs to be able to sit for extended periods of time.
- Employee must be able to manage events, which includes occasional lifting and moving of AV equipment and furniture.
- Due to the location of our campus, employee must drive and have a vehicle

Reporting relationships:

This position reports to the Executive Director. The position works closely with every department of the organization and oversees the residency and program managers, as well as interns and occasional hourly support.

Financial responsibility:

The Director of Programs is responsible for successfully meeting program income goals, managing the department's expenses, and overseeing long-term program planning.

RESPONSIBILITIES include but are not limited to:

Artists Programs (40%)

- Responsible for the overall vision, selection process and implementation of all Artists Programs including the Artists in Residence, Alumni New Works, Graduate Fellows, and Affiliate Artists Programs
- Manage panel review system and serve as primary liaison in recruiting panelists and jurors for artist selection
- Serve as primary liaison to the program committee, select members of the Board of Directors and Advisory Council
- Oversee all aspects of the Commissions Program including artists selection, project management, production and presentation, and audience engagement

Public Programs and Audience Engagement (40%)

- Responsible for the overall vision and implementation of all public programs including exhibitions, workshops, works in progress showings, and off-site presentations
- Responsible for envisioning and implementing a clear, robust and engaging season of programs that attract and engage public audiences and are in line with Headlands "brand" promise
- Work closely with the executive director and communications manager to develop and implement audience engagement strategies as well as communications and marketing plans that are appropriate for the programming
- Deliver on program earned income goals and manage expense budgets as they relate to all program-related activities
- Liaise with artists, as appropriate, to ensure maximum visibility and public facing opportunities for artist and organizational exposure and impact
- Work closely with the Audience Engagement committee

Administration and Leadership (20%)

- Oversee program department and supervise program staff and interns
- Ensure that all department members adhere to organizational policies and procedures
- Oversee careful adherence to income and expense budgets
- Serve as a key connector between the programs and artistic vision of the organization and their successful coordination with fundraising, communications and operations staff
- Serve as a key member of the leadership team that sets the tone and culture of the organization
- Represent and advocate for the overall wellness of the institution; Model behavior and organizational core competencies to all staff
- Represent the organization internally and externally including amongst our donor and artist communities, peer organizations and professional associations

COMPENSATION AND OFFICE CULTURE

- Salary is commensurate with organization’s senior team compensation levels; 100% health, dental, and vision benefits; flex spending and 401K plan
- Fast-paced convivial work environment in beautiful natural setting
- Dynamic creative community and direct access to working artists; access to local and organic food program

About Headlands Center for the Arts: Headlands Center for the Arts is non-profit organization located in a historic former military fort in the coastal wilderness of the Marin Headlands in the Golden Gate National Recreation Area, 15 minutes north of San Francisco. Established in 1982, Headlands promotes artistic exploration and development of new creative work. We offer artists encouragement and opportunities for reflective thought, dialogue and collaboration with others; And offer visitors access to the unique campus and to engaging public programming.

Through residencies and public programs, including open houses, lectures, performances and community meals, we seek to explore and interpret the relationship between place and the creative process and to extend appreciation for the role of artists in society. Residencies bring artists from many different disciplines, cultural backgrounds and nationalities to live and work on site each year, while public programs engage artists, scholars, activists and other professionals. Please visit our website, headlands.org, for more information.

Organizational Profile:

Average Artists served each year: 75+	Staff: 14
Average Annual public programs: 20	Board of Directors: 20
Annual Audiences: approximately 10,000+	Year incorporated: 1982
Annual Operating Budget: \$2M	

Headlands is an equal opportunity employer.

Note to Candidate

Due to the sensitivity and requirements of our positions, you should expect to undergo and be cleared of an employment background/criminal check, if extended an offer for employment. You may also be asked to provide proof of educational degree(s), licenses or credentials pertinent to the position.